

**INSTRUCTIONS AND INFORMATION FOR TAX CREDITS/DONATIONS**

PLEASE READ THIS DOCUMENT THOROUGHLY.

Tax Credits and Tax Deductible Donations are the BEST way to fundraise for your individual tour. Every year there are students who pay for their entire trip through Tax Credits and/or Donations.

What are Tax Credits?

A Tax Credit can only be made by Arizona residents/taxpayers, and is limited to $200/individual $400/married couple for each calendar year. Many students are able to solicit Tax Credits for multiple years (i.e 2015, 2016, and 2017 for a 2017 summer tour). Tax Credits are 100% refunded to the taxpayer when they complete their state taxes.

What are Tax Deductible Donations?

In addition to raising Tax Credits, students can fundraise for their trip with (potentially) Tax Deductible Donations from friends and family all over the U.S. The limit for donations is technically 50% of a taxpayers gross annual income, but the cost of an individual student trip will never approach that level of expense.

* Donations are *potentially* tax deductible for the individual/couple contributing towards the trip. Everyone’s tax situation is different, which is why we cannot offer a complete guarantee.
* Donations can be made on top of Tax Credits. Also, friends and family outside of Arizona can donate.
* Donations should be made to **UHS Travel Club** in person or online (see instructions below). Public schools are considered eligible institutions for tax deductible donations.
* Payments made directly to EF Tours are NOT considered tax deductible donations.

Employer Matching Contributions

As of August 2017 UHS Travel Club will not longer accept employer matching donations for individual student trips. The reason for this is that UHS Travel Club cannot guarantee that employer matching contributions will be received by the payment deadlines established by EF Tours/Explore America. However, we will accept general donations to be used at the discretion of the Club Sponsors.

How to Ask for Tax Credits/Donations:

1. Create a list of people who feel comfortable asking for tax credits. Anyone who is an Arizona taxpayer can contribute tax credits towards your trip. Consider friends, relatives, or neighbors. Dig out your family holiday card list! Decide whether you are going to contact these people through email or snail mail.
2. Create a flyer or letter that tells people about you and the trip, and also explains the tax credit process.
	1. See sample letter, but feel free to create your own!
3. For snail mail, send the flyer/letter with an addressed and stamped envelope and instructions for how to donate tax credits. If you would like to include the form for tax credit donations, please print one off of the Travel Club website. [www.uhstravelclub.com](http://www.uhstravelclub.com)
	1. For snail mail, make sure you include the following in your mailer:
		1. Letter/flyer telling donors about you and the trip
		2. Instructions for how to donate tax credits (see provided form)
		3. Tax Credit Donation Form (see provided form)
4. There are several ways friends and family can donate their tax credits towards your trip:
	1. ONLINE – THE EASIEST METHOD!
		1. Visit Az-Tucson.intouchreceipting.com
		2. Must know the students matric number (username) and last name (password)
		3. Easy to direct tax credits exactly where you want them to go (Travel Program)
	2. In person at the RUHS Finance Office
		1. Please make sure you specify the following information!!
		2. Travel Club (year) (NYC/Europe) and student name. **Example – Travel Club 2019 Europe Student Name OR Travel Club 2018 NYC Student Name**
	3. Mail form & check to UHS
		1. Please make sure you specify the following information!!
		2. Travel Club (year) (NYC/Europe) and student name. **Example – Travel Club 2019 Europe Student Name OR Travel Club 2018 NYC Student Name**
	4. **ALWAYS email Ms. Tully when you receive a tax credit or donation** – Meredith.tully@tusd1.org
	5. **ALWAYS keep your receipts! If donations/credit is made online, print the confirmation page for your records.**
5. Keep track of people who agree to donate towards your trip – you will want to be sure and write them thank you cards! It is also important to keep track of how much money you have raised and to tell Ms. Tully via email to avoid possible discrepancies. **You are ultimately responsible for keeping track of your remaining balance with EF!**

The Tax Credit/Donation Process – PLEASE READ

A lot of work goes on behind the scenes once the Tax Credit is deposited into the club account. Here is an idea of the process it goes through:

1. Please know that Tax Credits are donated into the UHS Travel Club account and do not immediately reflect a change in balance on your EF account – this process can take several weeks.
2. Every two months Ms. Tully will put in a request with the UHS Finance Office to withdraw all available tax credits from the club account. However, the first with draw cannot take place until after July 1st, therefore donations for a 2017 trip cannot be withdrawn until after July 1st, 2016.
	1. Ms. Tully must ascertain the correct number and amount of donations with families, so please keep accurate records in order to help facilitate this process.
	2. If for any reason a Tax Credit/Donation is missed in a withdrawal, it will be addressed with the next withdrawal.
3. Once the request for the withdrawal is made it is processed through TUSD Student Finance – this can take anywhere from 2-4 weeks (or longer).
4. TUSD Student Finance issues a check for EF Tours with the request amount of Tax Credits. The check usually arrives at the EF Boston office 2-4 days after the check is issued.
5. Once EF receives the check and allocation form they are able to distribute the funds to student accounts. This is when you will finally see a change in the amount owed towards your tour.
6. LATE FEES DO NOT APPLY if you are using Tax Credits/Donations. You may receive automated notifications from EF Tours warning of late fees, but fortunately we are able to waive all late fees for participants using tax credits. If a late fee appears on your account please notify Ms. Tully right away.

*Patience is key – don’t worry, your credits/donations WILL reach your account in time!*

Putting It All Together:

We understand that there is a lot of information to sort through, so here is a sample breakdown of how an individual student can pay for their tour using tax credits and donations.

Student: Johnny Smith

Cost of Tour: $3500

Tax Credits: $1400 total raised

* $400 tax credit from parents in AZ
* $400 tax credit from aunt and uncle in AZ
* $200 tax credit from grandmother in AZ
* $400 tax credit from neighbor/family friend in AZ

Tax Donations: $2100 total raised – *Must be paid directly to UHS Travel Club, NOT EF Tours/EF Explore America*

* $2000 donation from grandparents (out of AZ)
* $100 donation from parents in AZ

Of course, families can always choose to participate in the monthly payment plan through EF, or make a single payment for the entire cost of the tour directly to EF (non-tax deductible) or to UHS Travel Club (tax-deductible).

*For a comparison of using Tax Credits/Donations vs. Personal Payments Plans see the “Pros and Cons of Payments” document.*